

Kentucky Bicycle and Bikeway Commission



Agenda KBBC Video Conference Regular Meeting with Notes

January 14, 2014 at 9:30am EST (8:30am CST)-11:00am EST (10:00am CST)

Kentucky Transportation Cabinet Central Office / Frankfort	John Moore (KYTC), Troy Hearn (KYTC), Randy Thomas (KBBC), and Michael West (KYOAG)
Western KY University / Bowling Green	Helen Siewers (KBBC)
Kentucky Transportation Cabinet District 6 Office / Covington	Jason Ramler (KBBC), James Fausz (NKADD), Carol Ramler (KYTC), Ralph Mitchell (KYTC)
Stites and Harbison Office / Lexington	Bill Gorton (KBBC Chairperson),
Kentucky Transportation Cabinet District 5 Office / Louisville	Katie McBride (KBBC Treasurer)
Green River ADD Office / Owensboro	Schley Cox (KBBC)

Agenda Items:

1. Bring the meeting to order
2. Review of our last meeting
3. Treasurer's report
4. Switching the KBBC quarterly meeting format to 'Go to Meeting' for April 2014 meeting and beyond.
 - a. Format changes
 - b. Special meeting rule requirements
 - c. Advantages
 - d. Challenges
5. The statewide bicycle advocacy group meeting (1-11-2014)
6. Recommendation letter to the Secretary of Transportation
 - a. Outline items
 - b. Updates or changes from previous recommendations
 - a. Outcome
 - b. Conclusions
7. How best to work with programs and organization that have long term unexpended Paula Nye Grant funds

- Using the pre-made templates for Nye reports and accounting (Troy)
 - a. The state auditor will be happy/happier
 - b. These programs are similar to other organization grant programs
 - c. The Nye Grant agreements have changed over the years. Possibly have these reviewed again by the commissioners and have a template we can use for several years. Possible stronger language (ask the lawyers in our group).
- 8. Sharing information about the Share the Road License Plate (Randy)
 - a. Why is the specialty plate important?
 - b. How much money is generated from this specialty plate?
 - c. What areas of the state generate the most money from the sale of these plates
 - d. Ideas for promoting this more/better
- 9. Kentucky bicycle routes and events. Is there a place that has all of this information in one place?(Schley)
 - a. In state route routes / large bike events
 - b. USBR in KY
 - c. Having a central repository for these routes and events (adventure tourism?)
- 10. Kentucky's information on the bicycle friendly survey (People Powered Movement/LAB). (Jason)
- 11. KBBC old web page (Jason)

Meeting started at 9:05 am (EST) with several of the video locations having technical issues (District 5 office and Stites & Harbison). The D-5 office was eventually able to connect to the video conference, but the Stites and Harbison location was not. William (Bill) Gorton had to attend the meeting via phone.

1. Meeting was called to order by Jason Ramler. Jason gave a brief review of the previous meeting minutes from the 2013 KBBC Conference held in Prestonsburg, KY at Jenny Wiley State Park. Jason made the motion to approve these minutes. Helen Siewers seconded the motion. All commissioners were in favor.
2. Katie McBride gave a brief treasurer's report for the KBBC account funds associated with the Share the Road specialty license plate. The previous reported amount of \$98,893 has grown to \$98,914.26. The difference of \$21.26 is the interest earned in the past months. Katie said that she was ready to start writing the checks for the 2013 Paula Nye Grant awardees. She stated that these checks will be sent via mail certified US Postal Mail to the commissioner who was designated as the person responsible for each awarded grant.
3. Bill noted that the agreements and acceptance letters have been sent to each awarded organization. The only groups that have not returned their agreements are the Campbellsville Trail Town organization and the Northern KY YMCA.
4. Troy Hearn gave a short preview of how the 'Go to Meeting' video conferences would take place. Each commissioner would need an I-pad, I-phone, or computer that has a connected video camera. The program or application that is needed to run the 'Go to Meeting' service is free. Michael West (KBBC Legal Counsel) is checking open public meeting rules and regulation.

There may be a requirement for a specific number of locations that must be made available to the general public.

5. Bill asked Schley Cox and Randy Thomas to provide the commission with a report on the first public interest meeting for the formation of a statewide bicycle advocacy group. Bill wanted to give thanks to the folks in our state that have been the “spark plugs” for positive change and actions. Randy said that the group in attendance was representative of the entire state. “This group participation should always include cyclists from all over the state and from all types of riding; racing, touring, commuters, casual riders, and more.” Randy agreed that cyclists in KY need a strong unified voice for more than what the KBBC may be able to offer. Randy and Schley also mentioned that a steering committee was selected during this meeting and that discussion of organizational structure, funding, and focus were main topics. Troy also attended this meeting (as a citizen and cyclist) and will provide his notes to the commissioners for review. Bill commented that he would love to see Ralph Mitchell (former KBBC Commissioner) be involved with the management of this statewide advocacy group. Schley asked if there was a conflict of interest for KBBC members to be members or board members of this statewide cycling advocacy organization. Michael West stated that being a regular member of this group was most likely not an issue, but being a board member might present an issue. The issue would be associated with whether or not this statewide group might apply for a Paula Nye Grant (under a 501C3 group status). Michael said that he will research this subject and send his legal opinion to the KBBC.
6. Bill discussed the KBBC Letter of Recommendations to the Secretary of Transportation that has been written in the past. The last letter was written and sent in 2011. Jason Ramler read the items mentioned from the 2011 letter. Jason has updated that letter and added a few new draft topics for the other commissioners to review. Jason suggested that bicycle safety should be included more in the Kentucky Strategic Highway Safety Plan. Other topics that were included for possible addition to the letter include: bicycle route signage, better education of KY laws regarding cyclists for both cyclist and drivers. Also included is a recommendation to improvement how KYTC promotes and shares bicycle route information to the public. Jason asked that each of the commissioners review these documents and collectively agree on a draft letter by the next quarterly meeting. Helen thanked Jason for the hard work he has done on this project.
 - Helen commented that the Letter of Recommendations to the Secretary of Transportation should include:
 - a. Any unresolved issues with the Bicycle and Pedestrian Coordinator position
 - b. Recommend a bicycle and pedestrian safety action plan for KY
 - c. A policy or plan for the in-state and cross country road bicycle routes in KY
 - d. A plan for various divisions within KYTC to coordinate the updates and plans needed for bicycle and pedestrian designs
 - Bill encouraged all of the commissioners to use their own expertise and experiences while working on the topics to be included in the letter to the Secretary.
7. Troy asked the commission to consider how best to work with programs that had long-term (more than 3 years) unexpended funds from a previous Paula Nye Grant. Randy suggested that the commissioner assigned to that program/organization be in constant contact and follow up until

the funds have all been expended and acceptable documentation is received by KYTC. Bill and Katie both commented that they would also be more diligent on follow up conversations and emails with the groups/organizations they are responsible for. Ralph Mitchell suggested that a specific time line be added to the Paula Nye Grant agreement contract (Ralph was the KBBC commissioner that drafted the 1st generation agreement / contracts). Bill, Katie, Randy, and Helen all agreed that the funds from the grant should be returned at some point if the program was unable to use the money or lacked the administrative support to complete the project goals that had been described in the original grant application. Troy also noted he has created a template/example for the 6 month reporting requirements and the basic accounting needed with these reports. A sample press release for grant awards has been created by the KYTC Public Affairs Office as well. Copies of these documents have been sent to each commissioner and Michael West. Michael will review and confirm these documents in accordance with KRS Chapter 13A.

8. Randy commented on the 'Share the Road' license plates. Randy request that all commissioners better promote the sales and benefits of this specialty plate. He recommended creating a document that outlined why the 'Share the Road' should be purchased by all cyclists, how much money from the plate goes to this cause, what this money is used for, and that people can donate more at the time they purchase the plates. Schley also reminded everyone that these specialty plates can also be personalized (<http://mvl.ky.gov/MVLWeb/PPServlet?PPPlateId=7D>). Bill suggested writing letters to local newspapers in the spring and fall to include this information. Helen asked if a reminder and this information could be sent to people when it is time to renew their automobile registration. Randy felt that the amount raised through the 'Share the Road' license plate program could be doubled next year with better promotion, marketing, and education. Randy said he would work on the development and distribution plan of this document.
9. Schley asked if there was a web site or place where all of the bike routes in KY were kept. Katie mentioned that KY Adventure Tourism advertises and promotes some of the event rides in KY. Troy commented that he had sent Schley a web site that had many bicycle routes and events listed (<http://www.kybikerides.org/>). Bill and Troy agreed that this may be a project best suited for an outside/private organization. Adventure Tourism may not have the resources to collect and maintain this information.
10. Jason and Troy have agreed to work together to complete the information needed for the upcoming League of American Bicyclists (LAB) Bicycle Friendly States survey. This survey is used by the LAB to create a subjective bicycle friendliness ranking of all states in the United States.
11. Jason confirmed that the former KBBC dedicated web site is no longer active or available. Jason suggested that the KBBC use something like "Word Press" software. This web site or blog site would allow documents, photos, and files to be uploaded and viewed by the public. All of the commissioners thought this was a good idea and will do personal research on the format or web service to use. This will be re-introduced during the next quarterly meeting.
12. Bill Gorton reminded the group that their allotted time for the video conference was over and made the motion to adjourn; Helen seconded that motion.

11:31am (EST)